

Attendance Reporting

Mark attendance after each first class meeting, if possible.

- 1) Begin at www.northeaststate.edu
- 2) Click on MyNortheast



- 3) Log in using your username and password.

Secure Access Login
Use lowercase letters only.

User Name:

Password:

[My.Northeast Login Issues](#)

Need to Know Your Student ID# or Username?

[Click Here](#)

Have you forgotten your password?

[Click Here](#)

If you have forgotten either or both of them, use the links below for assistance.

- 4) Make sure you are on the "Home" tab. Locate Norstar in the middle of your screen. Click on Banner Self-Service.

5) You get this box. Then click on Faculty and Advisors.

- Faculty and Advisors
 - Student Information Menu
 - Term Selection
 - CRN Selection
 - Faculty Detail Schedule
 - Week at a Glance
 - Detail Class List
 - Summary Class List
 - Detail Wait List
 - Summary Wait List
 - Midterm Grades
 - Final Grades
 - Incomplete Grades Summary
 - Registration Overrides
 - Add or Drop Classes
 - Look Up Classes
 - Electronic Gradebook by Component
 - Faculty and Advisor Security Information
 - Active Assignments
 - Assignment History
 - Class Schedule
 - Course Catalog
 - Syllabus Information
 - Office Hours
 - Advisee Grade Summary
 - Faculty Grade Summary
 - Attendance Reporting**



6) Scroll down almost to the bottom and click on Attendance Reporting.

Select Term

Select a Term:

7) Choose the current term from the drop-down box and click submit.

8) Then choose the course, and click submit.

Select a CRN

CRN:

- MATH 1010 A01: Mathematical Applications, 80495 (24)
- MATH 1010 AT7: Mathematical Applications, 80905 (6)
- MATH 1010 CT7: Mathematical Applications, 80649 (9)
- MATH 1010 ET7: Mathematical Applications, 80757 (8)
- MATH 1530 A14: Prob & Stats (Non Calculus), 80513 (26)
- MATH 1530 C01: Prob & Stats (Non Calculus), 80515 (20)

RELEASE: 8.3

[N Directly]

9) You see what looks like your class roster. On the right, notice that everyone in the list is marked as "Not Reported".

MyNortheast

Back to Home Tab

E-mail Groups Admin Logout Help

Course Information
 Mathematical Applications - MATH 1010 A01
 CRN: [REDACTED]
 Students Registered: 24

⚠ Please submit attendance often. There is a 30 minute time limit starting at 02:38 pm on Aug 27, 2013 for this page.

Record Sets: 1 - 25 26 - 26

Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
[REDACTED]	[REDACTED]	Web Dropped (75% RFND) Aug 26, 2013	N		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** Jul 25, 2013	N		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** Apr 01, 2013	N		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** May 20, 2013	N		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** Apr 03, 2013	N		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** Apr 02, 2013	N		Not Reported

10) Begin at the top of the list. Using the drop-down box mark a "Y" for each student who attended your class. Leave an "N" for those who have not yet attended. Do not choose any other option. Your entire page should have "Y" or "N" for each student in the list.

MyNortheast

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[REDACTED]	[REDACTED]	**Web Registered** Jul 25, 2013	Y		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** Apr 01, 2013	N		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** May 20, 2013	Y		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** Apr 03, 2013	S		Not Reported
[REDACTED]	[REDACTED]	**Web Registered** Apr 02, 2013	N		Not Reported

11) When you get to the bottom of the page, click Submit.

██████████	**Web Registered** Apr 05, 2013	Y	<input type="text"/>	Not Reported
██████████	**Web Registered** Apr 08, 2013	Y	<input type="text"/>	Not Reported
██████████	**Web Registered** Jul 15, 2013	Y	<input type="text"/>	Not Reported
██████████	**Web Registered** Aug 21, 2013	Y	<input type="text"/>	Not Reported
██████████	**Web Registered** Apr 05, 2013	Y	<input type="text"/>	Not Reported

Record Sets: 1 - 25 26 - 26

⚠ Please submit attendance status often. There is a 30 minute time limit starting at 02:38 pm on Aug 27, 2013 for this page.

12) If you have more than 25 students, you may have a second page to do. Submit this page first! When the right-hand column changes to dates, this page is complete.

██████████	**Web Registered** Apr 04, 2013	N	<input type="text" value="08/23/2013"/>	08/27/2013
██████████	**Registered** Jul 09, 2013	Y	<input type="text"/>	08/27/2013
██████████	**Web Registered** Aug 21, 2013	Y	<input type="text"/>	08/27/2013
██████████	**Web Registered** Apr 05, 2013	Y	<input type="text"/>	08/27/2013
██████████	**Web Registered** Apr 08, 2013	Y	<input type="text"/>	08/27/2013
██████████	**Web Registered** Jul 15, 2013	Y	<input type="text"/>	08/27/2013
██████████	**Web Registered** Aug 21, 2013	Y	<input type="text"/>	08/27/2013
██████████	**Web Registered** Apr 05, 2013	Y	<input type="text"/>	08/27/2013

Record Sets: 1 - 25 26 - 26

13) If you have a second page of students, now you may click on it to report their attendance.

14) When you are finished with this session of attendance reporting, Logout.



Attendance Reporting

After initial class meeting, you should continue to check your class roster before each subsequent class meeting, and check the Attendance Reporting screen after each subsequent class meeting. If a student has been purged from your class, you will want to inform that student if he or she attends that class meeting. If a student either missed the first class meeting, or got purged and re-enrolled in you class, you will want to mark that student's attendance appropriately.

1) In either case, follow the former directions to get to the Attendance Reporting Screen for the appropriate class.

2) A student who missed the first class will appear like this: An “N” will appear in the Attendance column, a Last Attend Date will be listed, and the right-hand column will list the date you reported that “N”.

Record Sets: 1 - 25 26 - 27

Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
[REDACTED]	[REDACTED]	**Web Registered** Aug 09, 2013	Y		08/27/2013
[REDACTED]	[REDACTED]	**Web Registered** Aug 21, 2013	Y		08/27/2013
[REDACTED]	[REDACTED]	**Web Registered** May 06, 2013	N	08/23/2013	08/27/2013
[REDACTED]	[REDACTED]	Drop/Delete - Entry Error Jun 24, 2013	N	08/23/2013	08/27/2013

3) To change that student’s attendance, use the drop-down box to change the “N” to a “Y”, and backspace over the Last Attend Date to delete it. Your “Y” will not be accepted if you do not delete that date.

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Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
[REDACTED]	[REDACTED]	**Web Registered** Aug 09, 2013	Y		08/27/2013
[REDACTED]	[REDACTED]	**Web Registered** Aug 21, 2013	Y		08/27/2013
[REDACTED]	[REDACTED]	**Web Registered** May 06, 2013	Y		08/27/2013
[REDACTED]	[REDACTED]	Drop/Delete - Entry Error Jun 24, 2013	N	08/23/2013	08/27/2013

4) After you hit “Submit”, the date in the last column will change, for the updated entries only.

Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
[REDACTED]	[REDACTED]	**Web Registered** Aug 09, 2013	Y		08/27/2013
[REDACTED]	[REDACTED]	**Web Registered** Aug 21, 2013	Y		08/27/2013
[REDACTED]	[REDACTED]	**Web Registered** May 06, 2013	Y		08/29/2013
[REDACTED]	[REDACTED]	Drop/Delete - Entry Error Jun 24, 2013	N	08/23/2013	08/27/2013

5) You can spot a student who got added late to your course, or a student who got purged then added back to your course: as you glance down the right column of dates, look for any student with "Not Reported" instead of a date.

[REDACTED]	**Web Registered** Aug 20, 2013	Y	<input type="text"/>	08/26/2013
[REDACTED]	**Registered** Aug 29, 2013	N	<input type="text"/>	Not Reported
[REDACTED]	**Web Registered** Apr 16, 2013	Y	<input type="text"/>	08/26/2013
[REDACTED]	**Web Registered** Aug 14, 2013	Y	<input type="text"/>	08/26/2013
[REDACTED]	**Web Registered** Apr 01, 2013	Y	<input type="text"/>	08/26/2013

6) Simply leave this as an "N" if the student has not yet attended, or change to a "Y" if the student has ever attended that class. Again, when you hit "Submit" the "Not Reported" will change to the current date for that student.

[REDACTED]	**Web Registered** Aug 20, 2013	Y	<input type="text"/>	08/26/2013
[REDACTED]	**Registered** Aug 29, 2013	Y	<input type="text"/>	08/29/2013
[REDACTED]	**Web Registered** Apr 16, 2013	Y	<input type="text"/>	08/26/2013
[REDACTED]	**Web Registered** Aug 14, 2013	Y	<input type="text"/>	08/26/2013

Remember to check class rosters and attendance diligently during the first two weeks of class, and then again when reminded later in the semester. It is crucial to students with Financial Aid that this is done both promptly and correctly! Thank you for your attention to this matter, and please do not hesitate to ask for assistance for this or any other issue.